



ACHIEVEMENT IN MONTANA

Quick Reference Guide

Fall 2008 CTE Collection District and Montana Edition Instructions

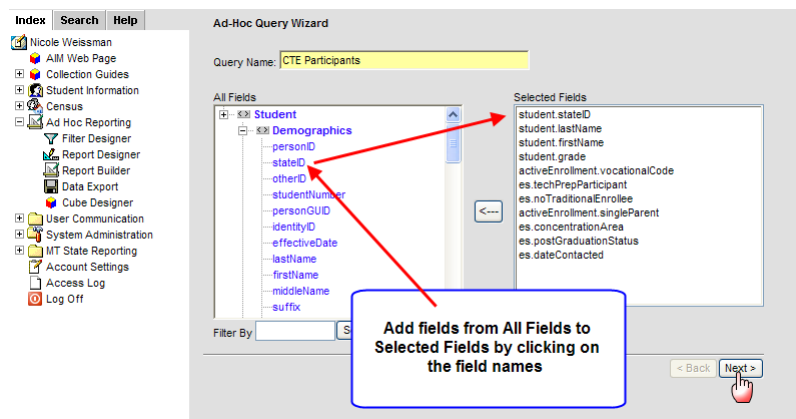
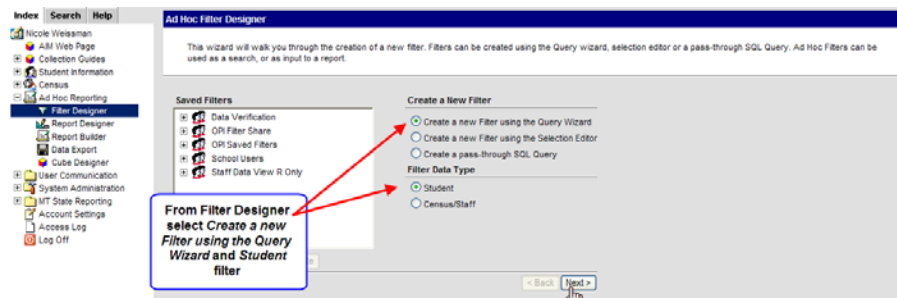
CREATING AN AD HOC FILTER

From the **INDEX** select **Ad Hoc Reporting**. Click **Filter Designer**. From **Create a New Filter**, select *Create a new Filter using the Query Wizard* and from **Filter Data Type** select **Student**. Click **Next**.

Add the following fields from **All Fields** to **Selected Fields**:

Demographics/stateID
Demographics/lastName
Demographics/firstName
Demographics/grade
Learner/Active Enrollment/State Reporting element/
vocationalCode
Learner/State Localized Elements/concentrationArea
Learner/State Localized Elements/techPrepParticipant
Learner/State Localized Elements/
noTraditionalEnrollee
Learner/Active Enrollment/State Reporting element/
singleParent
Learner/State Localized Elements/
postGraduationStatus
Learner/State Localized Elements/dateContacted
Demographics/endStatus

Click **Next**.





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From **Field**, find *activeEnrollment.vocationalCode*. Select **=** from **Operator** and set **Value** to **1**. From **Field**, find *student.endStatus*. Select **=** from **Operator** and **Value** to **1**.

Give the filter a name under **Query Name** and choose where to save it under **Organized To:**.

Click **Save**.

Ad-Hoc Query Wizard

Query Name: **CTE Participants**

Field	Operator	Value	Data Export Options	Output Seq	Sort	Direction
student.stateID			<input checked="" type="checkbox"/>			
student.lastName			<input checked="" type="checkbox"/>			
student.firstName			<input checked="" type="checkbox"/>			
student.grade			<input checked="" type="checkbox"/>			
activeEnrollment.vocationalCode	=	1	<input checked="" type="checkbox"/>			
es.techPrepParticipant			<input checked="" type="checkbox"/>			
es.noTraditionalEnrollee			<input checked="" type="checkbox"/>			
activeEnrollment.singleParent			<input checked="" type="checkbox"/>			
es.concentrationArea			<input checked="" type="checkbox"/>			
es.postGraduationStatus			<input checked="" type="checkbox"/>			
es.dateContacted			<input checked="" type="checkbox"/>			
student.endStatus	=	1	<input checked="" type="checkbox"/>			

Organized To: **School Users** **Save** **Test**

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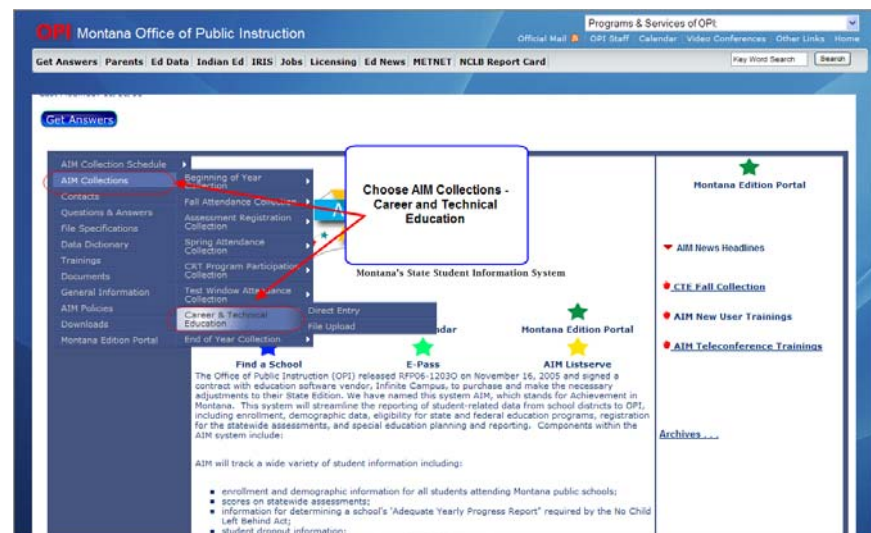
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ENTERING CTE DATA

Make sure that all CTE data is entered correctly using the *AIM Fall CTE Concentrators Quick Reference Guide*. The guide is posted on the OPI AIM Webpage under *AIM Collections/Career and Technical Education*.

NOTE: District Edition users must use the Direct Entry method. Montana Edition users may use either the Direct Entry or File Upload method.





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EXTRACTING CTE DATA

From the **TOOLBAR**, choose **Year** 07-08 and high school.

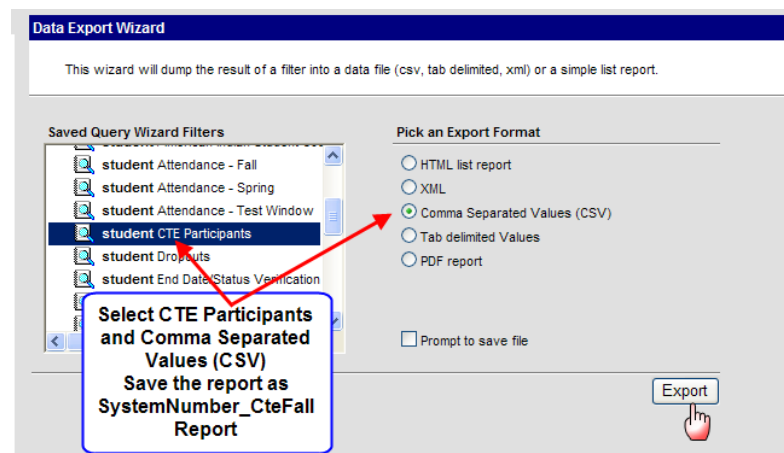
From **INDEX**, select **Ad Hoc Reporting**. Choose **Data Export**.

Locate your CTE filter and choose **Export Format** *Comma Separated Values (CSV)*. Click **Export**.

Name your file: systemnumber_CteFallReport (e.g., 0000_CTEFallReport).

It is not necessary to format any columns in this spreadsheet.

Send your file to OPI via **ePass File Transfer Service** (see next section for instructions on using the ePass File Transfer Service) to nweissman@mt.gov.





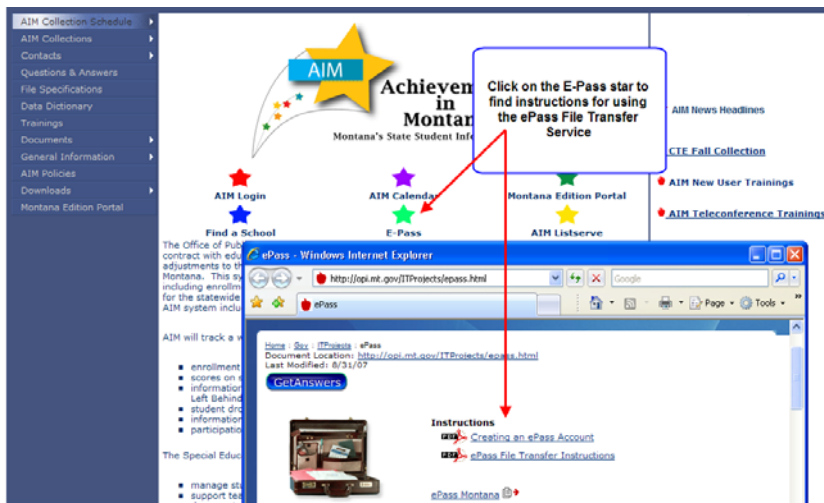
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USING THE ePASS FILE TRANSFER SERVICE:

Instructions for using the ePass File Transfer Service can be found on the OPI AIM Webpage. A new window opens with links to help documents for creating an ePass account or using the ePass File Transfer Service. A direct link to the ePass system is also provided.





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Appendix O: Post Grad Status

CODE	NAME	DEFINITION
01	Post-secondary Education or Training	After the student graduated from high school, they attended a post-secondary education program or additional training.
02	Employed	After the student graduated from high school, they became employed.
03	Unemployed	After the student graduated from high school, they became/remained unemployed.
04	Military	After the student graduated from high school, they joined the military.
05	Not Known	The student's status after graduating from high school is not known.
06	Other	The student's status after graduating from high school is something other than above options.
ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING		